

NNK09275664J

**EXPLORATION GROUND
LAUNCH SERVICES**

**DRAFT
REQUEST FOR PROPOSAL**

ATTACHMENT J-14

**REGISTER OF WAGE DETERMINATION
AND FRINGE BENEFITS (AS OF 1/30/08)**

***** THIS WAGE DETERMINATION WAS REPLACED 09/02/2008

 WD 05-2118 (Rev.-9) was first posted on www.wdol.gov on 06/24/2008

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF
LABOR		
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS
ADMINISTRATION		
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210
		Wage Determination No.: 2005-
2118		
Shirley F. Ebbesen		Revision No.: 9
Director		Date Of Revision:
06/17/2008		

State: Florida

Area: Florida Counties of Brevard, Indian River

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM
WAGE RATE	
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	
12.36	
01012 - Accounting Clerk II	
14.60	
01013 - Accounting Clerk III	
18.43	
01020 - Administrative Assistant	
18.25	
01040 - Court Reporter	
15.96	
01051 - Data Entry Operator I	
10.63	
01052 - Data Entry Operator II	
12.10	
01060 - Dispatcher, Motor Vehicle	
15.81	
01070 - Document Preparation Clerk	
12.71	
01090 - Duplicating Machine Operator	
12.71	
01111 - General Clerk I	
11.74	

01112 - General Clerk II
12.61
01113 - General Clerk III
13.10
01120 - Housing Referral Assistant
16.05
01141 - Messenger Courier
10.58
01191 - Order Clerk I
10.50
01192 - Order Clerk II
12.36
01261 - Personnel Assistant (Employment) I
13.60
01262 - Personnel Assistant (Employment) II
15.04
01263 - Personnel Assistant (Employment) III
17.12
01270 - Production Control Clerk
17.66
01280 - Receptionist
9.42
01290 - Rental Clerk
12.69
01300 - Scheduler, Maintenance
13.50
01311 - Secretary I
13.50
01312 - Secretary II
14.85
01313 - Secretary III
16.05
01320 - Service Order Dispatcher
14.37
01410 - Supply Technician
18.25
01420 - Survey Worker
15.33
01531 - Travel Clerk I
10.88
01532 - Travel Clerk II
11.76
01533 - Travel Clerk III
12.59
01611 - Word Processor I
12.21
01612 - Word Processor II
13.16
01613 - Word Processor III
15.77
05000 - Automotive Service Occupations
05005 - Automobile Body Repairer, Fiberglass
18.40
05010 - Automotive Electrician
17.29
05040 - Automotive Glass Installer
16.35

05070 - Automotive Worker
16.35
05110 - Mobile Equipment Servicer
14.76
05130 - Motor Equipment Metal Mechanic
17.98
05160 - Motor Equipment Metal Worker
16.35
05190 - Motor Vehicle Mechanic
17.98
05220 - Motor Vehicle Mechanic Helper
13.89
05250 - Motor Vehicle Upholstery Worker
15.79
05280 - Motor Vehicle Wrecker
16.35
05310 - Painter, Automotive
17.18
05340 - Radiator Repair Specialist
16.35
05370 - Tire Repairer
13.08
05400 - Transmission Repair Specialist
17.98
07000 - Food Preparation And Service Occupations
07010 - Baker
12.08
07041 - Cook I
11.12
07042 - Cook II
12.08
07070 - Dishwasher
7.82
07130 - Food Service Worker
9.41
07210 - Meat Cutter
13.99
07260 - Waiter/Waitress
8.52
09000 - Furniture Maintenance And Repair Occupations
09010 - Electrostatic Spray Painter
17.08
09040 - Furniture Handler
12.39
09080 - Furniture Refinisher
15.76
09090 - Furniture Refinisher Helper
12.74
09110 - Furniture Repairer, Minor
14.28
09130 - Upholsterer
15.76
11000 - General Services And Support Occupations
11030 - Cleaner, Vehicles
9.11
11060 - Elevator Operator
9.11

11090 - Gardener
11.17
11122 - Housekeeping Aide
10.56
11150 - Janitor
9.20
11210 - Laborer, Grounds Maintenance
9.85
11240 - Maid or Houseman
8.27
11260 - Pruner
8.95
11270 - Tractor Operator
11.48
11330 - Trail Maintenance Worker
9.85
11360 - Window Cleaner
9.97
12000 - Health Occupations
12010 - Ambulance Driver
14.19
12011 - Breath Alcohol Technician
17.67
12012 - Certified Occupational Therapist Assistant
23.88
12015 - Certified Physical Therapist Assistant
23.88
12020 - Dental Assistant
15.19
12025 - Dental Hygienist
23.76
12030 - EKG Technician
16.95
12035 - Electroneurodiagnostic Technologist
16.95
12040 - Emergency Medical Technician
14.19
12071 - Licensed Practical Nurse I
15.85
12072 - Licensed Practical Nurse II
17.38
12073 - Licensed Practical Nurse III
18.05
12100 - Medical Assistant
11.26
12130 - Medical Laboratory Technician
15.71
12160 - Medical Record Clerk
13.57
12190 - Medical Record Technician
15.64
12195 - Medical Transcriptionist
13.21
12210 - Nuclear Medicine Technologist
29.15
12221 - Nursing Assistant I
10.02

12222 - Nursing Assistant II
11.26
12223 - Nursing Assistant III
12.28
12224 - Nursing Assistant IV
13.80
12235 - Optical Dispenser
15.93
12236 - Optical Technician
13.58
12250 - Pharmacy Technician
11.63
12280 - Phlebotomist
13.80
12305 - Radiologic Technologist
21.82
12311 - Registered Nurse I
20.75
12312 - Registered Nurse II
25.38
12313 - Registered Nurse II, Specialist
25.38
12314 - Registered Nurse III
30.72
12315 - Registered Nurse III, Anesthetist
30.72
12316 - Registered Nurse IV
36.82
12317 - Scheduler (Drug and Alcohol Testing)
21.89
13000 - Information And Arts Occupations
13011 - Exhibits Specialist I
17.52
13012 - Exhibits Specialist II
20.85
13013 - Exhibits Specialist III
22.80
13041 - Illustrator I
16.29
13042 - Illustrator II
19.38
13043 - Illustrator III
21.19
13047 - Librarian
22.41
13050 - Library Aide/Clerk
9.91
13054 - Library Information Technology Systems Administrator
20.85
13058 - Library Technician
13.68
13061 - Media Specialist I
15.05
13062 - Media Specialist II
16.55
13063 - Media Specialist III
17.31

13071 - Photographer I
12.95
13072 - Photographer II
15.52
13073 - Photographer III
18.65
13074 - Photographer IV
20.40
13075 - Photographer V
22.55
13110 - Video Teleconference Technician
14.31
14000 - Information Technology Occupations
14041 - Computer Operator I
15.83
14042 - Computer Operator II
17.22
14043 - Computer Operator III
19.31
14044 - Computer Operator IV
21.20
14045 - Computer Operator V
23.65
14071 - Computer Programmer I (1)
20.88
14072 - Computer Programmer II (1)
25.76
14073 - Computer Programmer III (1)
14074 - Computer Programmer IV (1)
14101 - Computer Systems Analyst I (1)
14102 - Computer Systems Analyst II (1)
14103 - Computer Systems Analyst III (1)
14150 - Peripheral Equipment Operator
15.83
14160 - Personal Computer Support Technician
21.20
15000 - Instructional Occupations
15010 - Aircrew Training Devices Instructor (Non-Rated)
26.31
15020 - Aircrew Training Devices Instructor (Rated)
31.82
15030 - Air Crew Training Devices Instructor (Pilot)
35.00
15050 - Computer Based Training Specialist / Instructor
27.62
15060 - Educational Technologist
21.48
15070 - Flight Instructor (Pilot)
35.00
15080 - Graphic Artist
20.58
15090 - Technical Instructor
20.17
15095 - Technical Instructor/Course Developer
24.69
15110 - Test Proctor
16.27

15120 - Tutor
16.27
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations
16010 - Assembler
8.04
16030 - Counter Attendant
8.04
16040 - Dry Cleaner
10.03
16070 - Finisher, Flatwork, Machine
8.04
16090 - Presser, Hand
8.04
16110 - Presser, Machine, Drycleaning
8.04
16130 - Presser, Machine, Shirts
8.04
16160 - Presser, Machine, Wearing Apparel, Laundry
8.04
16190 - Sewing Machine Operator
10.68
16220 - Tailor
11.35
16250 - Washer, Machine
8.70
19000 - Machine Tool Operation And Repair Occupations
19010 - Machine-Tool Operator (Tool Room)
17.55
19040 - Tool And Die Maker
20.86
21000 - Materials Handling And Packing Occupations
21020 - Forklift Operator
12.05
21030 - Material Coordinator
19.05
21040 - Material Expediter
19.05
21050 - Material Handling Laborer
10.24
21071 - Order Filler
11.67
21080 - Production Line Worker (Food Processing)
13.84
21110 - Shipping Packer
13.12
21130 - Shipping/Receiving Clerk
13.17
21140 - Store Worker I
11.27
21150 - Stock Clerk
14.99
21210 - Tools And Parts Attendant
14.66
21410 - Warehouse Specialist
14.58
23000 - Mechanics And Maintenance And Repair Occupations

23010 - Aerospace Structural Welder
23.29
23021 - Aircraft Mechanic I
22.18
23022 - Aircraft Mechanic II
23.29
23023 - Aircraft Mechanic III
24.46
23040 - Aircraft Mechanic Helper
15.59
23050 - Aircraft, Painter
19.14
23060 - Aircraft Servicer
17.47
23080 - Aircraft Worker
18.35
23110 - Appliance Mechanic
16.96
23120 - Bicycle Repairer
13.08
23125 - Cable Splicer
22.58
23130 - Carpenter, Maintenance
16.77
23140 - Carpet Layer
15.19
23160 - Electrician, Maintenance
18.94
23181 - Electronics Technician Maintenance I
18.72
23182 - Electronics Technician Maintenance II
22.70
23183 - Electronics Technician Maintenance III
25.49
23260 - Fabric Worker
14.96
23290 - Fire Alarm System Mechanic
17.44
23310 - Fire Extinguisher Repairer
13.88
23311 - Fuel Distribution System Mechanic
17.44
23312 - Fuel Distribution System Operator
16.75
23370 - General Maintenance Worker
17.61
23380 - Ground Support Equipment Mechanic
22.18
23381 - Ground Support Equipment Servicer
17.47
23382 - Ground Support Equipment Worker
18.35
23391 - Gunsmith I
17.56
23392 - Gunsmith II
20.20

23393 - Gunsmith III
22.75
23410 - Heating, Ventilation And Air-Conditioning Mechanic
16.81
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)
17.77
23430 - Heavy Equipment Mechanic
18.52
23440 - Heavy Equipment Operator
16.89
23460 - Instrument Mechanic
18.00
23465 - Laboratory/Shelter Mechanic
20.21
23470 - Laborer
11.04
23510 - Locksmith
16.96
23530 - Machinery Maintenance Mechanic
21.72
23550 - Machinist, Maintenance
17.68
23580 - Maintenance Trades Helper
12.74
23591 - Metrology Technician I
18.00
23592 - Metrology Technician II
18.89
23593 - Metrology Technician III
19.84
23640 - Millwright
20.21
23710 - Office Appliance Repairer
18.13
23760 - Painter, Maintenance
15.76
23790 - Pipefitter, Maintenance
16.79
23810 - Plumber, Maintenance
16.05
23820 - Pneudraulic Systems Mechanic
18.00
23850 - Rigger
17.99
23870 - Scale Mechanic
15.97
23890 - Sheet-Metal Worker, Maintenance
17.64
23910 - Small Engine Mechanic
15.00
23931 - Telecommunications Mechanic I
21.95
23932 - Telecommunications Mechanic II
22.94
23950 - Telephone Lineman
18.14

23960 - Welder, Combination, Maintenance
16.49
23965 - Well Driller
18.00
23970 - Woodcraft Worker
18.00
23980 - Woodworker
13.88
24000 - Personal Needs Occupations
24570 - Child Care Attendant
8.47
24580 - Child Care Center Clerk
12.13
24610 - Chore Aide
9.57
24620 - Family Readiness And Support Services Coordinator
12.05
24630 - Homemaker
14.84
25000 - Plant And System Operations Occupations
25010 - Boiler Tender
18.77
25040 - Sewage Plant Operator
17.69
25070 - Stationary Engineer
18.77
25190 - Ventilation Equipment Tender
13.43
25210 - Water Treatment Plant Operator
17.69
27000 - Protective Service Occupations
27004 - Alarm Monitor
14.03
27007 - Baggage Inspector
11.76
27008 - Corrections Officer
17.06
27010 - Court Security Officer
18.49
27030 - Detection Dog Handler
17.09
27040 - Detention Officer
17.06
27070 - Firefighter
17.70
27101 - Guard I
11.76
27102 - Guard II
17.09
27131 - Police Officer I
19.19
27132 - Police Officer II
21.34
28000 - Recreation Occupations
28041 - Carnival Equipment Operator
11.83

28042 - Carnival Equipment Repairer
12.11
28043 - Carnival Equipment Worker
8.15
28210 - Gate Attendant/Gate Tender
12.73
28310 - Lifeguard
11.34
28350 - Park Attendant (Aide)
14.24
28510 - Recreation Aide/Health Facility Attendant
10.39
28515 - Recreation Specialist
17.64
28630 - Sports Official
11.34
28690 - Swimming Pool Operator
14.79
29000 - Stevedoring/Longshoremen Occupational Services
29010 - Blocker And Bracer
17.76
29020 - Hatch Tender
17.76
29030 - Line Handler
17.76
29041 - Stevedore I
17.02
29042 - Stevedore II
18.85
30000 - Technical Occupations
30010 - Air Traffic Control Specialist, Center (HFO) (2)
33.96
30011 - Air Traffic Control Specialist, Station (HFO) (2)
23.42
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)
25.79
30021 - Archeological Technician I
14.56
30022 - Archeological Technician II
16.54
30023 - Archeological Technician III
20.23
30030 - Cartographic Technician
19.71
30040 - Civil Engineering Technician
20.89
30061 - Drafter/CAD Operator I
11.70
30062 - Drafter/CAD Operator II
15.05
30063 - Drafter/CAD Operator III
18.21
30064 - Drafter/CAD Operator IV
19.71
30081 - Engineering Technician I
12.91

30082 - Engineering Technician II
16.41
30083 - Engineering Technician III
18.88
30084 - Engineering Technician IV
22.77
30085 - Engineering Technician V
27.04
30086 - Engineering Technician VI
29.89
30090 - Environmental Technician
18.78
30210 - Laboratory Technician
22.77
30240 - Mathematical Technician
19.22
30361 - Paralegal/Legal Assistant I
13.81
30362 - Paralegal/Legal Assistant II
18.68
30363 - Paralegal/Legal Assistant III
22.84
30364 - Paralegal/Legal Assistant IV
27.66
30390 - Photo-Optics Technician
19.71
30461 - Technical Writer I
17.38
30462 - Technical Writer II
21.25
30463 - Technical Writer III
25.70
30491 - Unexploded Ordnance (UXO) Technician I
21.58
30492 - Unexploded Ordnance (UXO) Technician II
26.11
30493 - Unexploded Ordnance (UXO) Technician III
31.30
30494 - Unexploded (UXO) Safety Escort
21.58
30495 - Unexploded (UXO) Sweep Personnel
21.58
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)
18.21
30621 - Weather Observer, Senior (2)
19.59
31000 - Transportation/Mobile Equipment Operation Occupations
31020 - Bus Aide
10.94
31030 - Bus Driver
10.59
31043 - Driver Courier
15.56
31260 - Parking and Lot Attendant
11.35
31290 - Shuttle Bus Driver
10.93

31310 - Taxi Driver
13.42
31361 - Truckdriver, Light
13.75
31362 - Truckdriver, Medium
14.51
31363 - Truckdriver, Heavy
15.16
31364 - Truckdriver, Tractor-Trailer
15.16
99000 - Miscellaneous Occupations
99030 - Cashier
8.84
99050 - Desk Clerk
9.13
99095 - Embalmer
22.02
99251 - Laboratory Animal Caretaker I
10.25
99252 - Laboratory Animal Caretaker II
11.13
99310 - Mortician
22.59
99410 - Pest Controller
12.43
99510 - Photofinishing Worker
10.68
99710 - Recycling Laborer
11.69
99711 - Recycling Specialist
14.40
99730 - Refuse Collector
11.13
99810 - Sales Clerk
10.60
99820 - School Crossing Guard
10.27
99830 - Survey Party Chief
14.45
99831 - Surveying Aide
9.58
99832 - Surveying Technician
13.14
99840 - Vending Machine Attendant
13.23
99841 - Vending Machine Repairer
15.46
99842 - Vending Machine Repairer Helper
13.23

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans.

Minimum employer contributions costing an average of \$3.24 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates

that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour
conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an

adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
{Standard Form
1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the

fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}

When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.